Adobe Digital Editions (Windows)

Best practices for a user-friendly reading experience

Download and install Adobe Digital Editions (ADE) for Windows for free here.

Opening e-Books in ADE

Download the .epub file to your Windows computer. If ADE doesn't launch automatically there are three options for opening the e-Book:

1. Right click the .epub file and select "Open With > Adobe Digital Editions."
2. With ADE open select "File > Add to Library" and select the .epub file from where it's saved on your computer.
3. Select the .epub file and drag it onto the ADE app icon.

Once you've opened the e-Book in ADE you'll want to copy it to your library for full functionality of ADE tools. To do this select "File > Copy to Library" from the toolbar.

When the e-Book is open you can adjust the following settings to customize your reading experience:

Double-page View – Select this option from the "Reading" dropdown in the toolbar. This creates the best reading experience for most computers.
Note: ADE will always begin a new chapter on the left side of the screen. If there is not enough content to flow onto the right side of the screen then the right side will appear blank and you'll need to navigate forward in the book to see the next chapter.

Text Size – select the Text Size (aA) icon in the top right corner (or select "Reading > EPUB Text Size" in the toolbar) and select your font size preference. "Large" is a good option to start with.
Note: page numbers will change depending on the text size setting the user has selected.

Full Screen Reading – Select the screen icon in the top right corner to enable viewing in full screen mode.
Note: On some computers you can also "Dock" or "Tile" ADE to the left or right side of your computer screen (depending on options available on your computer – this is not a feature in ADE, but a feature available on some computers).

Navigation Features

Browse pages – there are several options for navigating between pages:

1. Scroll vertically with your mouse to move from page to page.
2. Use the left and right arrow buttons on your keyboard to move from page to page.
3. Use the arrows on the left and right sides of the scrollbar at the bottom of the screen to move from page to page.
4. Open the Table of Contents from the Navigation Panel to navigate to a specific chapter.

Table of Contents - To view the Table of Contents click the "Show/Hide Navigation Panel" button in the top left corner or from the toolbar select "Reading > Show/Hide Navigation Panel". You'll then need to click on the dropdown arrow that appears next to "Table of Contents" in order to expand the list. If you would like the Navigation Panel to automatically hide after you click on a

selection, from the gear icon in the top right of the Navigation Panel select "Hide Panel After Use". Please note that selecting this option will not close the panel at that moment, but will close the panel after you've clicked on an item from the Table of Contents.

Bookmark pages – from the page you'd like to bookmark select "Reading > Add Bookmark" from the toolbar or click the "Add Bookmark" icon in the top left corner. To view your list of bookmarks, click the "Show/Hide Navigation Panel" button and then select the Bookmarks tab. Within the Navigation Panel you can navigate to the pages you've bookmarked. The Option Menu (gear icon in the top right corner of the Navigation Panel) allows you to delete or rename bookmarks (make sure you've selected the bookmark in the Navigation Panel that you want to rename or delete).
Note: At the end of each chapter there is a "Before You Close This Chapter" button that will take you to a page at the end of the document with additional information, however there is no "back" button to easily navigate back to the page that you were previously on. Before clicking the "Before You Close This Chapter" button either bookmark the page you're on so that you can navigate back to it via the bookmarks tab in the Navigation Panel, or mentally note the chapter you were on and navigate back to it via the Table of Contents in the Navigation Panel.

Searching Text - To search your book, use the search text field in the top right corner, or select "Reading > Find > Find" in the toolbar. The reading panel will highlight the found instances of the text you entered. To navigate to each instance of a search term, click the left or right arrows on either side of the search box, or select "Reading > Find > Find Next or Find Previous" from the toolbar.

An additional option to search the e-Book is to use the Search tab in the Navigation Panel. In the search field enter the text you would like to search for and a list of all matches found will appear in the Navigation Panel. Clicking on them will take you to the specific locations where that word appears in the e-Book. If no matches are found it will show "No matches" with an empty list.

Hyperlinks - Clicking on Internal links will navigate to the specified location in the e-Book. External links will open the target page in the default browser (make sure to look around for the opened browser window if it doesn't appear on top of ADE – sometimes it will pop-up behind other open apps, including ADE).

Highlighting Text and Taking Notes

Highlighting Text - to highlight text, select the text and right click to select "Highlight" from the pop-up menu. To view your list of highlights, click the "Show/Hide Navigation Panel" button and then select the Bookmarks tab. Within the Navigation Panel you can navigate to the location where you've highlighted text. The Option Menu (gear icon in the top right corner of the Navigation Panel) allows you to delete or rename highlights (make sure you've selected the highlight in the Navigation Panel that you want to rename or delete).

Notes (Annotations) - To add a note to text, select the text, right click to select "Add Note to Text" from the pop-up menu, and then input your notes or annotations on the yellow pop-up panel. To view your list of notes, click the "Show/Hide Navigation Panel" button and then select the Bookmarks tab. Within the Navigation Panel you can navigate to the location where you added a note. The Option Menu (gear icon in the top right corner of the Navigation Panel) allows you to edit, delete or rename notes (make sure you've selected the note in the Navigation Panel that you want to edit, rename or delete).